

Travel Support for Public Members of Advisory Committees		Tab 4
<p><u>Background:</u></p> <p>TCDD has provided funds since FY 2000 to support travel of public members to participate on state level advisory committees, councils, and workgroups that focus on issues of importance to individuals with developmental disabilities. These advisory committees are established by statute, approved by the agency's governing body or by the agency chief when there is not a supporting board, but the sponsoring agency does not have legislative authorization to reimburse travel of public members of that advisory body. This support recognizes the importance for individuals with disabilities and their families to participate in policy discussions about the services and programs that impact their lives. In FY 2013 TCDD approved travel support for a two year period which ended June 30, 2015. During that time TCDD expended approximately \$55,795 in financial support and supported the following groups:</p> <ul style="list-style-type: none"> • Consumer Direction Workgroup • Employee First Taskforce • Council on Children & Families • Task Force for Children with Special Needs • Texas Traumatic Brain Injury Advisory Council • Children's Policy Council <p>TCDD developed Guidelines for Advisory Committee Travel Support and each requesting agency is now required to complete a Request for Advisory Committee Member Travel form for the new funding period. TCDD is recommending the approval of funding support for two additional years, beginning August 1, 2015 through the July 31, 2017 in the amount of \$50,000 per year.</p> <p>TCDD has in the past, and continues to recommend that supporting agencies plan for these travel expenses for public members in their respective budgets in their Legislative Appropriations Requests (LAR). There is no evidence to suggest that this happened during the 2015 session. It is not the intent of TCDD to provide long-term support for these committees.</p>		
<p><u>Executive Committee</u></p> <p><u>Agenda Item 7.</u></p>		<p><u>Expected Action:</u></p> <p>The Executive Committee will review the information provided and may recommend Council approval.</p>
<p><u>Council</u></p> <p><u>Agenda Item 6. B.</u></p>		<p><u>Expected Action:</u></p> <p>The Council will consider Executive Committee recommendations on this subject.</p>

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES

Guidelines for Advisory Committee Member Travel Support

Establishment of Advisory Committee Support Funds

The Texas Council for Developmental Disabilities (TCDD) has approved funds to provide travel support for public members to participate on state-level Advisory Committees that focus on issues of importance to individuals with developmental disabilities and/or family members who serve on state level advisory committees when those individuals do not have other organizational sponsorship. TCDD provides these travel funds to the University of Texas Center for Disability Studies (CDS) via a grant and CDS dispurses funds as needed. To be eligible for TCDD support:

- (1) The agency advisory committees must be established by statute, obtain approval of the agency's governing board, or obtain approval of the agency chief;
- (2) Advisory committee members must be appointed by the agency Chief; and
- (3) The advisory committee must report to the agency chief or the Legislature.

TCDD funds for this purpose shall be the "payer of last resort". Agencies are expected to exhaust all other possible means of providing travel support for public members of agency advisory committees, including appropriations rider, federal grant or other sponsoring entity as appropriate.

Request to Support an Advisory Committee

A request for TCDD to provide travel support for public members of an advisory committee must be provided to TCDD in writing form from the sponsoring agency coordinating the advisory committee. A request may be submitted by email. Verbal requests will not be considered. Each request must include:

- (1) A reference to the state statute establishing the advisory body (i.e. HB 1454 -81st, R) where applicable, or the manner by which the advisory board was established;
- (2) The request shall list the names of the public members, along with their contact information if known. If members are not selected, the requester should identify the name and representation criteria for public members for whom travel support is requested; and
- (3) The request shall also include the dates of the advisory committee meeting dates for that fiscal year, if a schedule has been established, or the expected frequency / number of meetings during each year.

The request shall be submitted to the TCDD Operations Director using the appropriate **Request for Advisory Committee Member Travel Funds** form. It is the responsibility of the requesting agency to update the TCDD Operations Director of any changes in the roster of approved members, their contact information, and revised or additional meeting dates as they are developed. If additional meeting dates are required during the fiscal year, a separate request must be made in writing.

Approval Process

TCDD will provide a written response to the requesting agency, via email indicating TCDD approval when a decision is finalized, or indicating the reason for not approving. A copy of all approved confirmations will be provided to the CDS, who receives grant funds from TCDD, coordinates the travel support for approved members, and manages the travel funds.

Parameters of Approved Requests

Travel support for an advisory committee will be approved for not more than two years. After the two year period, if the advisory committee has not become self-supportive or if funds are not available in the requesting agency's budget, the request must be re-submitted to TCDD for re-approval. All requests for re-approval must include a summary of efforts made to secure other funding, and must summarize the agency's effort to seek legislative approval to reimburse members of that committee. It is the responsibility of the governing agency for public members to have the opportunity to participate as members of agency advisory bodies and should seek to not appoint members currently serving on other advisory bodies as best possible. TCDD will not provide travel assistance for a family member or self-advocate on more than one advisory committee concurrently. TCDD travel support is limited to official meetings of the advisory group. Travel expenses to attend related conferences or hearings are not included.

Responsibilities of the Advisory Committee Contact

Each advisory committee approved for TCDD travel support is expected to designate an agency primary contact. The TCDD Operations Director will review the travel support process with each coordinator, and advise the agency coordinator / liaison to contact the CDS to become familiar with the travel protocol and to provide information necessary to set-up each approved traveler in the UT accounting systems. This person's information must be submitted to CDS to establish a contact for each advisory committee. The agency coordinator / liaison is also responsible to notify the CDS in a timely manner of changes in approved public members eligible for TCDD support for CDS to set new members up in the UT Accounting system, and to advise those members to contact CDS as soon as possible to provide necessary information.

Responsibility of the Public Member

All appointed public members who have received approval to travel on behalf of their advisory committee will make contact with CDS as soon as they are appointed to the advisory committee, or at least one month prior to the member's first meeting so that UT can add member information into the UT system, via a Personal Identification Form. CDS will provide each member with a Travel & Reimbursement Guide. For subsequent travel, public members must contact CDS no later than two weeks prior to any travel date and must submit a Request for Travel Authorization if they will be requesting reimbursement. Travelers will follow and adhere to the reimbursement and travel guidelines established by UT. Travelers are required to submit reimbursement paperwork with original receipts to CDS no later than 30 days after the date of travel. If receipts and required documentation are not received within thirty (30) days, reimbursement may be delayed, and in some circumstances may be denied. Travelers may only request travel expense reimbursement for approved dates of official meetings. Travel expenses for dates outside of the pre-approved dates for official meetings will not be

reimbursed. No reimbursement will be made for travel expenses to attend conventions, seminars, or trainings outside of the scope of the Advisory Committee purpose. Travelers are required to provide updated information to CDS as soon as changes are known.

Process for Requesting Funds

TCDD considers funding for advisory committee travel on a two year basis. TCDD staff can only issue a grant award for funds for that period approved by the Council. The Center for Disability Studies will provide TCDD with information necessary to finalize a grant award in a timely manner, and will provide information concerning the need to revise that grant award at least 30 days before funds in the current award are exhausted.

Documenting Expended Funds

It is the responsibility of CDS to maintain documentation of the expended or disbursed travel funds. CDS will provide a quarterly report of disbursed funds to the TCDD Operations Director in a jointly approved line-item format.

Documenting Outcome Measures

It is the responsibility of CDS to provide an Outcome Measures Report twice a year to the TCDD Operations Director, which will include:

- (1) The name of each advisory committee approved by TCDD for travel support;
- (2) Per advisory committee group, the name of each public member who received travel assistance, what assistance they received;
- (3) The status of each individual, or family member with a developmental disability that does not have organizational support; and
- (4) The dates each individual traveled for advisory committee meetings during that fiscal year.

Approval Term

The Texas Council for Developmental Disabilities has approved travel support funding for two years beginning July 1, 2015 through August 31, 2017.

TEXAS COUNCIL FOR DEVELOPMENTAL DISABILITIES
Request for Advisory Committee Member Travel Funds

Advisory Body Name: _____

Sponsoring Agency: _____

Authorizing Mechanism for Advisory Body (I.e. Statute; Agency Board; Agency CEO): _____

Purpose / Responsibility of Advisory Body: _____

Agency Coordinator or Contact:

Name: _____

Email: _____

Phone: _____

Total Number of Advisory Body Members: _____

Number of Public Members Needing TCDD Travel Support: _____

Travel Support Request Period (not more than 2 years): From: _____ to: _____

(Request for travel support for an additional two year period may be submitted per TCDD guidelines.)

List meeting dates of Advisory Body, if known. Or the number and frequency of dates if not known:

Note: Sponsor Agency Contact Person is responsible to advise TCDD (and CDS-UT after approval) of changes in meeting dates or rotation of members.

On a separate sheet include the names of all members, their contact information, if known, which members need TCDD Travel Support, and whether they represent themselves or a family member.

Date Received by TCDD: _____ Approved: _____ Not Approved: _____

Signed: _____

Comments: _____

Member Roster Information for Advisory Committee _____

Member Name	Contact Information	Require Travel Support	Category of Representation
(Example) Mary Smith	111 W. 10 th St. Austin, Texas 78701 512-444-1111 Mary.Smith@gmail.com	Yes	Represents a family member